

Insert Municipal Letterhead

Date

Name

Company

Address

City, State Zip

Dear Name:

Thank you for your recent inquiry on recycling in (insert city/town). Enclosed is a Business Recycling Toolkit designed to provide your workplace with resources for developing a recycling and waste reduction program. The toolkit consists of the following information:

- Your Business and the Waste Bans: What You Need to Know
- Earth 911 Business Fact Sheet
- Commercial and Office Recycling Fact Sheet
- Pick Up Savings: Adjusting Hauling Services While Reducing Waste
- Motivating Employees to Reduce Waste in the Workplace Fact Sheet
- Massachusetts WasteWise Program Membership Kit
- Recycling Signs

In Massachusetts businesses have an obligation to ensure waste is disposed of properly. Massachusetts' "waste ban" regulation (310 CMR 19.017) restricts the disposal, transfer for disposal and contracting for disposal of certain hazardous and recyclable materials, including paper, cardboard and computer monitors, all commonly generated by businesses. The resources included in this toolkit are designed to help increase awareness on proper disposal of these materials as well as recycling and waste reduction options.

Recycling is easy because many businesses generate materials in large quantities making it simple to keep recyclables separate from the regular trash. Recycling also reduces disposal costs as your business diverts materials from the trashcan to the recycling bin. In addition, recycling prevents unnecessary disposal of usable raw materials, saves energy, reduces air and water pollution and enhances your business' environmental performance and image.

To find local recycling service providers and other tools for implementing a workplace recycling program please visit www.earth911business.com. The MassDEP also has resources available at <http://www.mass.gov/dep/recycle/reduce/assistan.htm>.

We hope your business will take advantage of the resources provided in this toolkit. If you need additional assistance, please contact me at (phone) or (e-mail).

Sincerely,

(Municipal Coordinator)